



CHILD CARE STABILIZATION GRANT PROGRAM

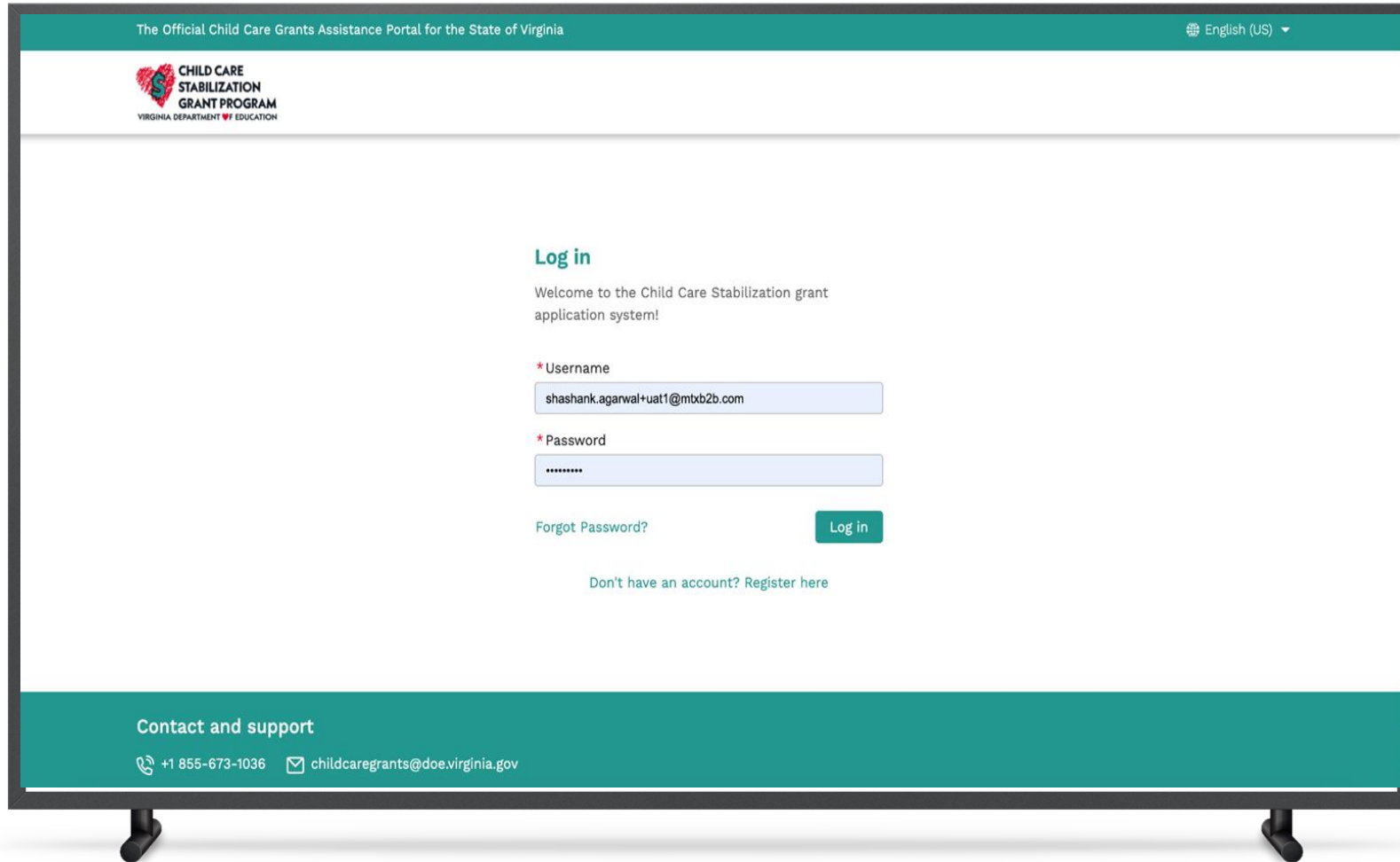
VIRGINIA DEPARTMENT ♥ F EDUCATION

Completing Your Child Care Stabilization Grant Program

Application: A How-to Guide for Child Care Programs

Logging In

Logging In



The screenshot shows a web browser displaying the login page for the Child Care Stabilization Grant Program. The page has a teal header with the text "The Official Child Care Grants Assistance Portal for the State of Virginia" and a language dropdown set to "English (US)". Below the header is the program logo. The main content area features a "Log in" section with a welcome message, username and password fields, a "Log in" button, and links for "Forgot Password?" and "Don't have an account? Register here". A teal footer contains "Contact and support" information: a phone icon with "+1 855-673-1036" and an email icon with "childcaregrants@doe.virginia.gov".

The Official Child Care Grants Assistance Portal for the State of Virginia English (US) ▼

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Log in

Welcome to the Child Care Stabilization grant application system!

* Username
shashank.agarwal+uat1@mbx2b.com

* Password

[Forgot Password?](#) [Log in](#)

[Don't have an account? Register here](#)

Contact and support
+1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions

Enter your Username and Password

Click **Log In**

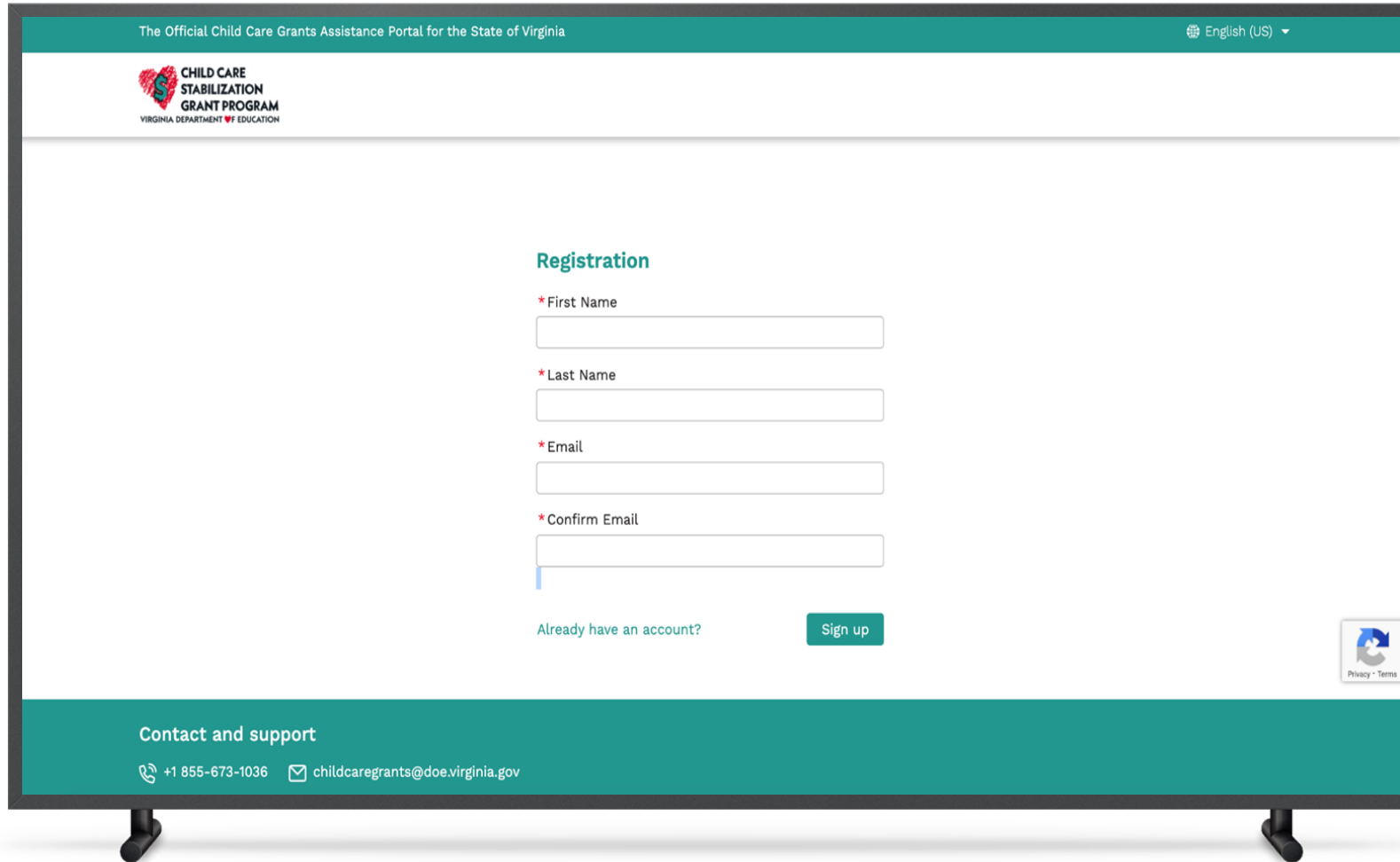
Or

Click **Don't have an account? Register here**



Key Points

Logging In



The screenshot shows a web portal for the Child Care Stabilization Grant Program. The header is teal with the text "The Official Child Care Grants Assistance Portal for the State of Virginia" and a language dropdown set to "English (US)". The logo for the "CHILD CARE STABILIZATION GRANT PROGRAM" is in the top left, with "VIRGINIA DEPARTMENT OF EDUCATION" below it. The main content area is white and features a "Registration" section. This section contains four required fields, each marked with a red asterisk: "* First Name", "* Last Name", "* Email", and "* Confirm Email". Each field has a corresponding text input box. Below the fields, there is a link "Already have an account?" and a teal "Sign up" button. In the bottom right corner of the main area, there are links for "Privacy" and "Terms". The footer is teal and contains the text "Contact and support" followed by a phone icon and the number "+1 855-673-1036" and an email icon and the address "childcaregrants@doe.virginia.gov".

Instructions

Enter your information

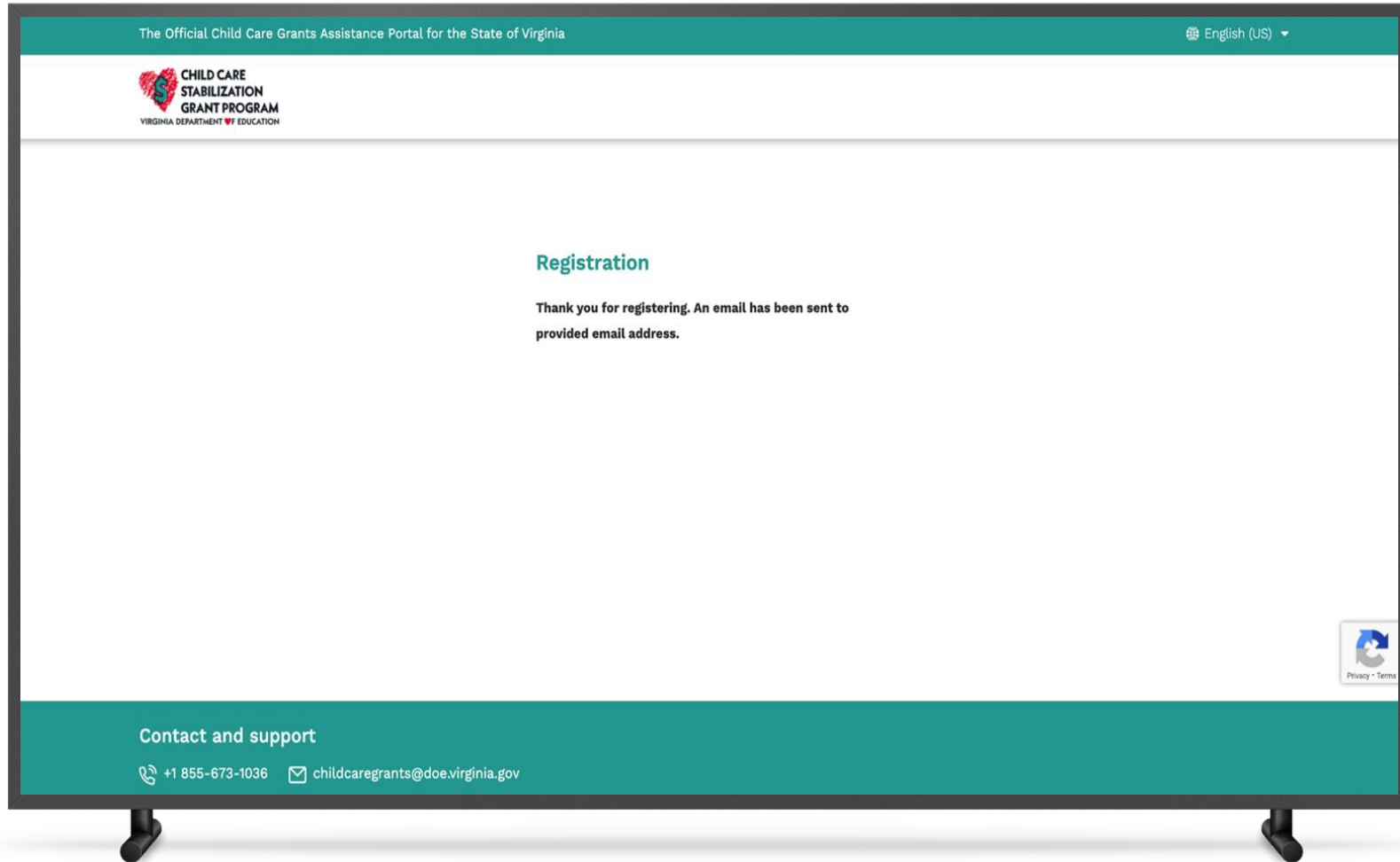
Click **Sign Up**

Key Points

All fields marked with an * are required.

You must have an email address to create an account.

Logging In



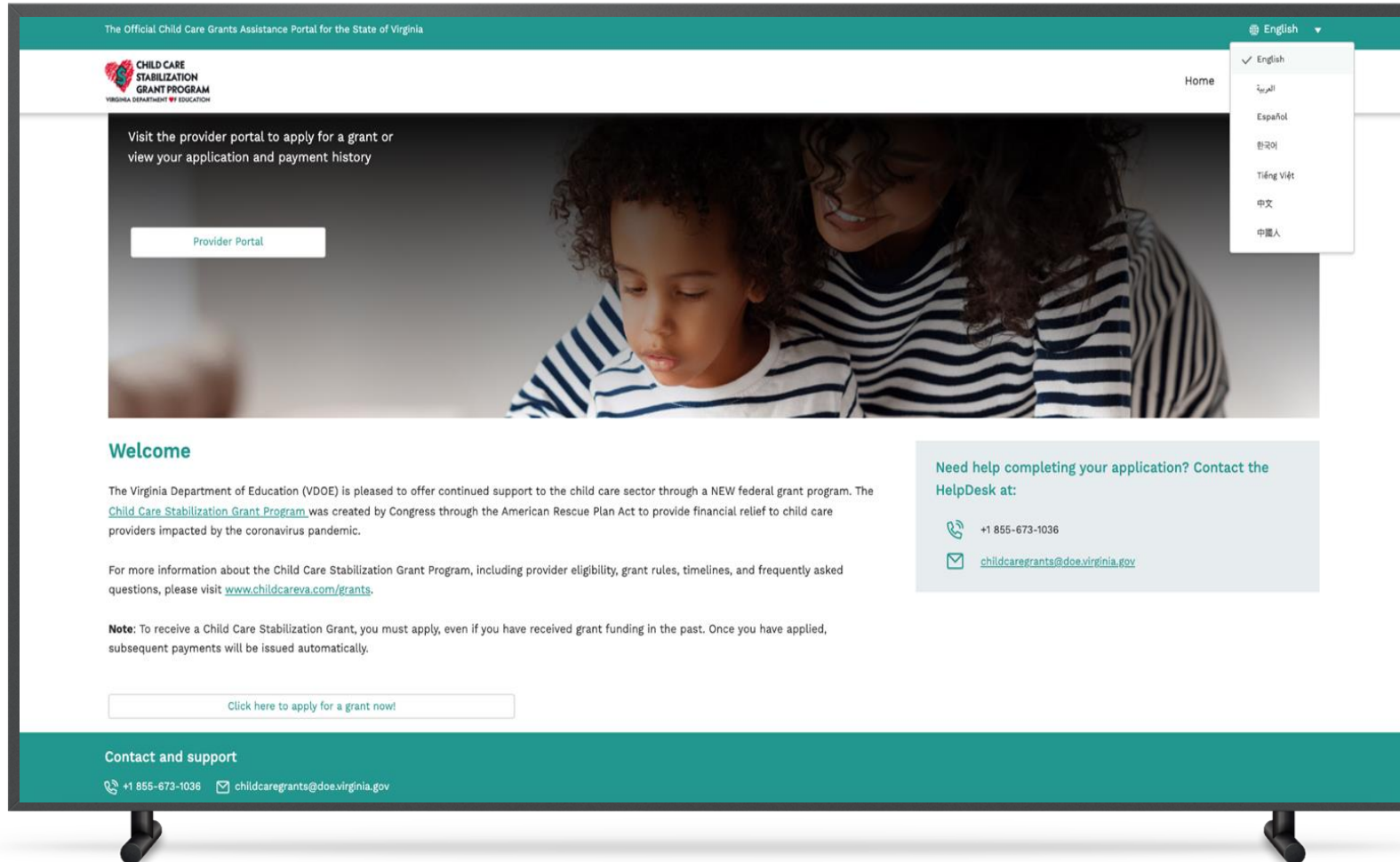
Instructions

You will be sent an email that contains a link to set your password.

Key Points

Make sure you check your spam folder!

Logging In



Instructions

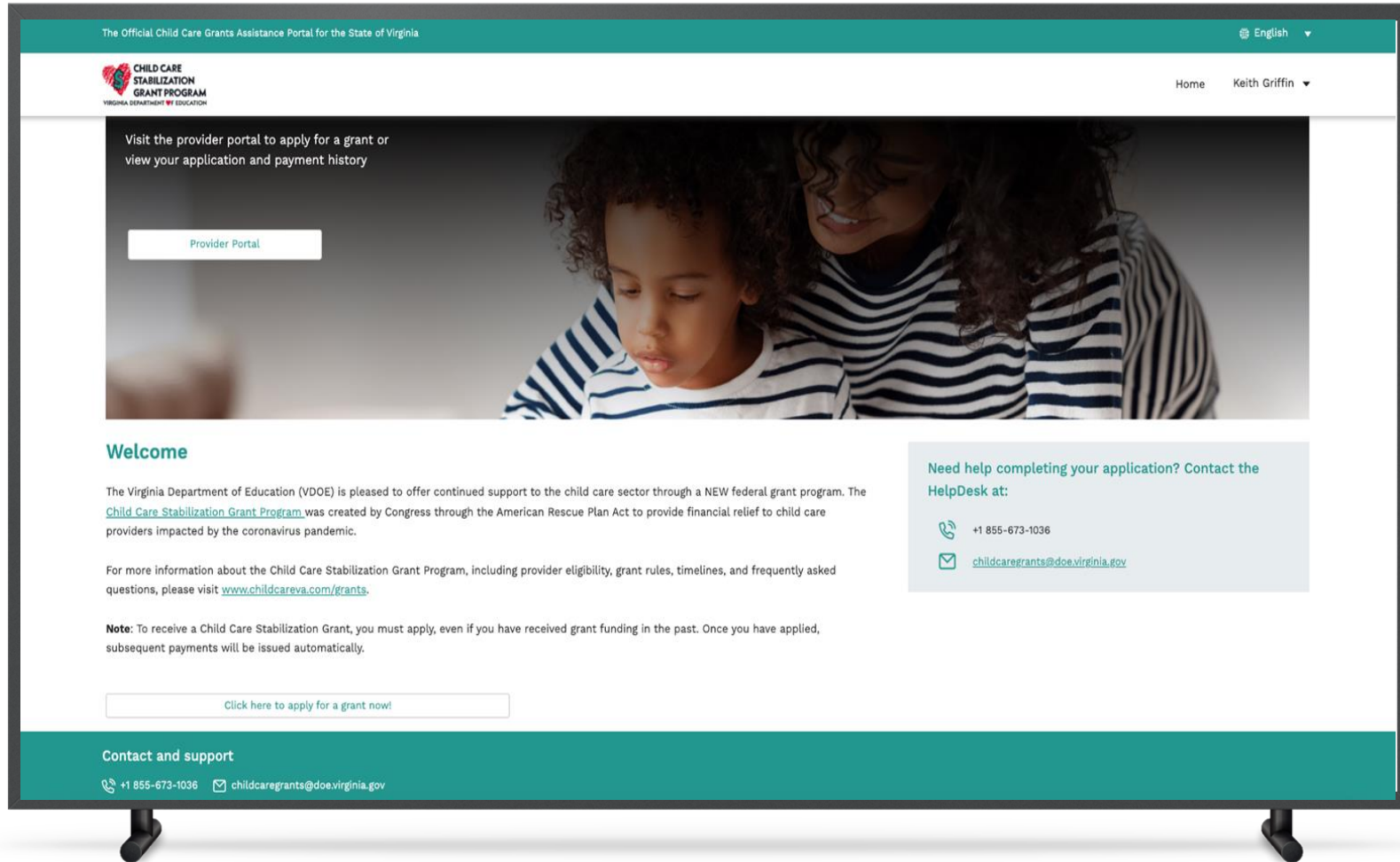
Once logged in, you can change the language displayed by clicking the **Language Menu** in the upper right of the screen.

Key Points

The application is available in English, Spanish, Korean, Vietnamese, Arabic, and simple and traditional Chinese.

Applying for a Grant

Welcome!



Instructions

Review the information provided. Click **Provider Portal** to connect your user account to your facility record.



Key Points

Note the contact email and phone number to the right if you need assistance while completing our application. It will also appear at the bottom of your screen in the footer as you complete the application.

Provider Verification

The screenshot displays the 'Provider Verification' page of the Child Care Stabilization Grant Application Portal. The page has a teal header with the program logo and navigation links. The main content area includes a welcome message, a search instruction, and a note about user account linking. It features two search options: a 'Facility Type' dropdown menu with options like 'Licensed child day center (CDC)', 'Licensed family day home (FDH)', 'Voluntarily Registered Family Day Home (VR)', 'Religiously Exempt Child Day Center (CCE)', 'Certified Preschool (CNS)', and 'Short-term child day center (CCS)'; and a 'Choose an existing Application' dropdown. Below these are 'Clear All' and 'Search Provider' buttons. A 'Next' button is located at the bottom right. The footer contains contact and support information.

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Home Keith Griffin ▾

Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal.
Search for your facility or find a previously submitted application below.

NOTE: Your user account must be linked to a facility to access the application.

Facility Type

-- Clear --

- Licensed child day center (CDC)
- Licensed family day home (FDH)
- Voluntarily Registered Family Day Home (VR)
- Religiously Exempt Child Day Center (CCE)
- Certified Preschool (CNS)
- Short-term child day center (CCS)

Please click **Search Provider** to confirm your facility.

OR

Choose an existing Application

Note: If your account is not associated with a provider, you will need to search for a provider

Clear All Search Provider

Next

Contact and support
☎ +1 855-673-1036 ✉ childcaregrants@doe.virginia.gov

Instructions

Select the **Provider Type** from the drop-down menu.



Key Points

Provider Verification

The screenshot displays the 'Provider Verification' page of the Child Care Stabilization Grant Application Portal. The page has a teal header with the program logo and navigation links. The main content area is white with a teal sidebar on the left. The sidebar contains the 'Provider Verification' title, a welcome message, a search instruction, a note about user accounts, and a 'Facility Type' dropdown menu. The main area contains a 'Facility ID' input field, a note about finding the ID, a link to the provider search tool, and instructions for unlicensed family day homes. Below these are 'Clear All' and 'Search Provider' buttons. On the right, there is a 'Choose an existing Application' dropdown menu and a note about searching for a provider if not associated. A 'Next' button is located at the bottom right of the main content area. The footer contains contact and support information.

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Home Keith Griffin ▾

Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal.
Search for your facility or find a previously submitted application below.

NOTE: Your user account must be linked to a facility to access the application.

Facility Type ▾

Facility ID

OR

Choose an existing Application ▾

Note: If your account is not associated with a provider, you will need to search for a provider

Your Facility ID can be found on your grant eligibility notification letter.

Providers licensed or regulated by the Virginia Department of Education can also find their Facility ID using the provider search tool at <https://www.dss.virginia.gov/facility/search/cc2.cgi>.

Unlicensed family day homes approved by local ordinance and unlicensed family day homes approved by a licensed family day system can contact childcaregrants@doe.virginia.gov for help finding their Facility ID.

Please click **Search Provider** to confirm your facility.

Clear All Search Provider

Next

Contact and support
+1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions

Enter your **Facility ID** and click **Search Provider**.

Once you have applied, you can select that existing application from the drop-down menu on the right and click **Next** to view the status of the application.

Key Points

Programs licensed or regulated by VDOE can find their facility ID using the [Child Care Search Tool](#).

Any provider who needs help identifying their Facility Type and ID can email childcaregrants@doe.virginia.gov for assistance.

CHILD CARE
STABILIZATION
GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

HomeKeith Griffin ▾

Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal.
Search for your facility or find a previously submitted application below.

NOTE: Your user account must be linked to a facility to access the application.

Facility Type

Licensed family day home (FDH) ▾

Facility ID

.....

Your Facility ID can be found on your grant eligibility notification letter.

Providers licensed or regulated by the Virginia Department of Education can also find their Facility ID using the provider search tool at <https://www.dss.virginia.gov/facility/search/cc2.cgi>.

Unlicensed family day homes approved by local ordinance and unlicensed family day homes approved by a licensed family day system can contact childcaregrants@doe.virginia.gov for help finding their Facility ID.

Clear All

OR

Choose an existing Application

▾

Note: If your account is not associated with a provider, you will need to search for a provider

Provider Name	Facility ID	Facility Type	Address	Facility Contact	Action
ABC Facility	11223344	FDH	64 Dunbarton Road Springfield VA 22152 USA	ABC Facility	Select

Please select your program and click next.

When you click "Select," a one-time security code will be sent to the email associated with the facility record in the child care licensing database, the locality in which you are approved, or with Infant Toddler Family Day Care. The Security Code will expire 24 hours after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process. If you are unsure who will receive the email or need to update this information, please contact childcaregrants@doe.virginia.gov.

If you don't see your facility and have confirmed that your Facility ID is correct, please contact childcaregrants@doe.virginia.gov for support.

Next

Contact and support

+1 855-673-1036

childcaregrants@doe.virginia.gov

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CHILD CARE
STABILIZATION
GRANT PROGRAM

VIRGINIA DEPARTMENT OF EDUCATION

HomeKeith Griffin ▾

Provider Verification

Welcome to the Child Care Stabilization Grant Application Portal.

Search for your facility or find a previously submitted application below.

NOTE: Your user account must be linked to a facility to access the application.

Facility Type

Licensed family day home (FDH) ▾

Facility ID

.....

Your Facility ID can be found on your grant eligibility notification letter.

Providers licensed or regulated by the Virginia Department of Education can also find their Facility ID using the provider search tool at <https://www.dss.virginia.gov/facility/search/cc2.cgi>.

Unlicensed family day homes approved by local ordinance and unlicensed family day homes approved by a licensed family day system can contact childcaregrants@doe.virginia.gov for help finding their Facility ID.

Clear All

OR

Choose an existing Application

▾

Note: If your account is not associated with a provider, you will need to search for a provider

Provider Name	Facility ID	Facility Type	Address	Facility Contact	Action
ABC Facility	11223344	FDH	64 Dunbarton Road Springfield VA 22152 USA	ABC Facility	✓

Please select your program and click next.

When you click "Select," a one-time security code will be sent to the email associated with the facility record in the child care licensing database, the locality in which you are approved, or with Infant Toddler Family Day Care. The Security Code will expire 24 hours after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process. If you are unsure who will receive the email or need to update this information, please contact childcaregrants@doe.virginia.gov.

If you don't see your facility and have confirmed that your Facility ID is correct, please contact childcaregrants@doe.virginia.gov for support.

Next

Contact and support

+1 855-673-1036 | childcaregrants@doe.virginia.gov

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Provider Verification Security Code

The screenshot shows a web page titled "Provider Verification Security Code" from the "CHILD CARE STABILIZATION GRANT PROGRAM" website. The page has a teal header with the program logo and navigation links for "Home" and "Keith Griffin". The main content area is white and contains the following text: "A security code has been sent to trinidadzquierdo@****.com and will expire in 24 hours." Below this, it states: "If you leave this page you will need to restart the application process." There is a text input field labeled "*Please provide your passcode". Below the input field, it says: "If you haven't received the security code, please wait three minutes and request a new code. You can request a maximum of five (5) passcodes." There is a link labeled "Resend Code". At the bottom right of the main content area are two buttons: "Previous" and "Next". The footer is teal and contains the text "Contact and support" followed by a phone icon and the number "+1 855-673-1036" and an email icon and the address "childcaregrants@doe.virginia.gov".

Instructions

An email will be sent to the Facility Contact email address with a passcode.

Enter the passcode and click **Next**. This will connect your account with the facility record.



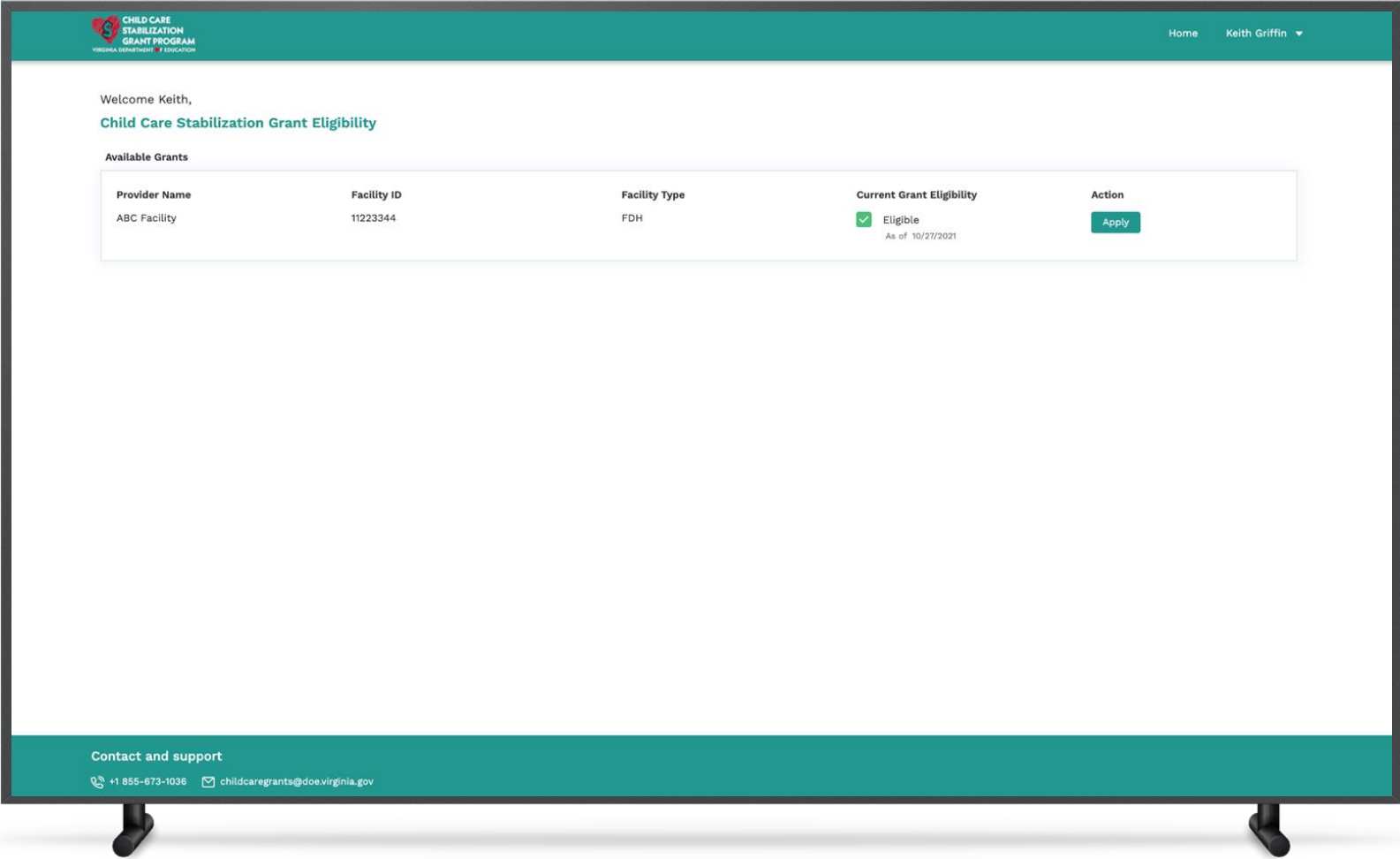
Key Points

The passcode will expire after 24 hours. You can request a maximum of five passcodes.

If you haven't received the email or think the email on file may be incorrect, please contact childcaregrants@doe.virginia.gov.

You only have to connect your account to a facility record one time.

Child Care Stabilization Grant Eligibility



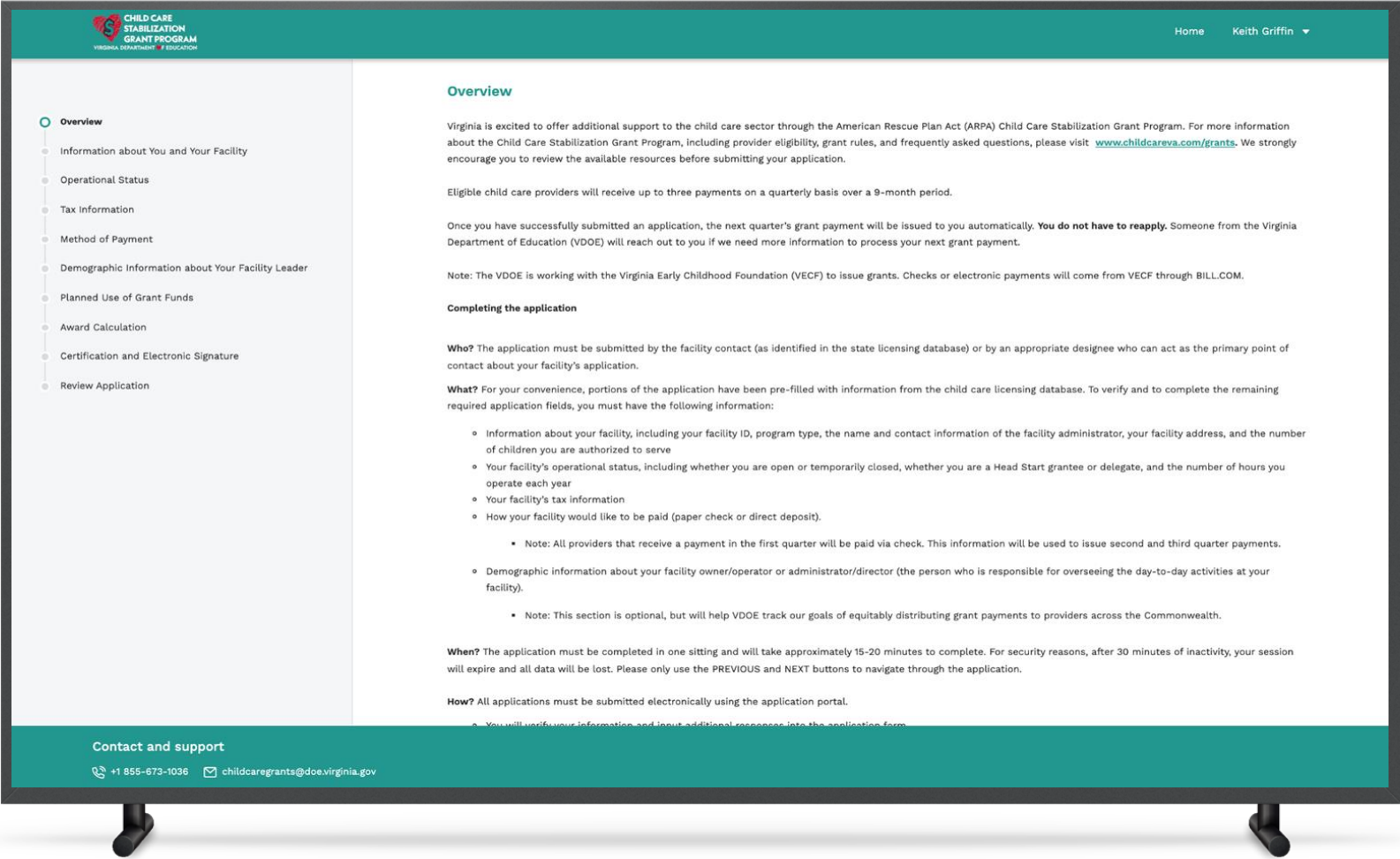
Instructions

Click **Apply** to start the application.

Key Points

Please note: Once the application has been started it cannot be saved and must be completed in a single session.

Overview



Instructions

Carefully review the overview page and make sure you have the necessary information to complete the application in one sitting.



Key Points

If you need to gather documentation to help you answer the questions in the application, exit the application here and come back to it when you're ready.

Overview

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Home Keith Griffin ▾

Planned Use of Grant Funds

Award Calculation

Certification and Electronic Signature

Review Application

Completing the application

Who? The application must be submitted by the facility contact (as identified in the state licensing database) or by an appropriate designee who can act as the primary point of contact about your facility's application.

What? For your convenience, portions of the application have been pre-filled with information from the child care licensing database. To verify and to complete the remaining required application fields, you must have the following information:

- Information about your facility, including your facility ID, program type, the name and contact information of the facility administrator, your facility address, and the number of children you are authorized to serve
- Your facility's operational status, including whether you are open or temporarily closed, whether you are a Head Start grantee or delegate, and the number of hours you operate each year
- Your facility's tax information
- How your facility would like to be paid (paper check or direct deposit).
 - Note: All providers that receive a payment in the first quarter will be paid via check. This information will be used to issue second and third quarter payments.
- Demographic information about your facility owner/operator or administrator/director (the person who is responsible for overseeing the day-to-day activities at your facility).
 - Note: This section is optional, but will help VDOE track our goals of equitably distributing grant payments to providers across the Commonwealth.

When? The application must be completed in one sitting and will take approximately 15-20 minutes to complete. For security reasons, after 30 minutes of inactivity, your session will expire and all data will be lost. Please only use the PREVIOUS and NEXT buttons to navigate through the application.

How? All applications must be submitted electronically using the application portal.

- You will verify your information and input additional responses into the application form.
- There are no requirements for uploading documents.
- VDOE will not accept applications via mail or email.
- Applications are available in English, Spanish, Arabic, Korean, Vietnamese, and Chinese (simplified and traditional).

Important information to note:

- These grant funds are considered taxable income. VECF will issue tax forms to recipients as required.
- Some providers whose payments from federal funds in any single year exceed a threshold of \$750,000 may be required to assume the cost and responsibility of undergoing a single audit. More information is available here.
- VDOE and VECF are prohibited from providing tax advice to recipients; as needed, providers are strongly encouraged to seek advice from a tax advisor.

Next

Contact and support

+1 855-673-1036 | childcaregrants@doe.virginia.gov

Instructions

Carefully review the overview page and make sure you have the necessary information to complete the application in one sitting.

Click **Next**

Key Points

Before you begin, you may want to have your **license, registration, certificate, or permit** showing authorized capacity and **W9 Form** showing provider's legal name and FEIN or Social Security Number handy.

Information about You and Your Facility

CHILD CARE STABILIZATION GRANT PROGRAM

VIRGINIA DEPARTMENT OF EDUCATION

HomeKeith Griffin

Overview

Information about You and Your Facility

Operational Status

Tax Information

Method of Payment

Demographic Information about Your Facility Leader

Planned Use of Grant Funds

Award Calculation

Certification and Electronic Signature

Review Application

Information about You and Your Facility

The following information about your facility has been pre-filled from state and/or local regulatory databases. Please review the information below and make corrections as needed.

Facility Name

ABC Facility

* Physical Street

64 Dunbarton Road

* Physical City

Springfield

Physical State/Province

VA

* Physical Zip Code

22152

* Number of children you are authorized to serve

25

* Name of facility contact

ABC Facility

* Facility Contact Email

abc_facility@mailinator.com

* Facility Contact Phone Number

(123) 123-1231

* Are you an approved Child Care Subsidy Program vendor? This refers to the state subsidy program overseen by VDOE and administered by the Virginia Department of Social Services.

Yes

No

Tell us about how we can get in touch with you about your grant application.

Your name and title, if different from the facility contact above

Name

Title

Please provide the best email and phone number for questions about your grant application.

Note: You will receive automated notifications about your grant award at the email associated with your facility.

* Email

Same email as facility contact above

Other (fill in)

* Phone Number

Contact and support

+1 855-673-1036childcaregrants@doe.virginia.gov

Instructions

Review the pre-filled information and verify that it is correct.

Key Points

Some information in this section has been pre-populated from state or local databases for your convenience.

Information about You and Your Facility

The screenshot shows a web application for the "CHILD CARE STABILIZATION GRANT PROGRAM" by the "VIRGINIA DEPARTMENT OF EDUCATION". The user is logged in as "Keith Griffin". The left sidebar lists the application steps: Method of Payment, Demographic Information about Your Facility Leader, Planned Use of Grant Funds, Award Calculation, Certification and Electronic Signature, and Review Application. The main form area is titled "Information about You and Your Facility" and contains the following fields and sections:

- Physical State/Province:** A dropdown menu with "VA" selected.
- Physical Zip Code:** A text input field containing "22152".
- Number of children you are authorized to serve:** A text input field containing "25".
- Name of facility contact:** A text input field containing "ABC Facility".
- Facility Contact Email:** A text input field containing "abc_facility@mailinator.com".
- Facility Contact Phone Number:** A text input field containing "(123) 123-1231".
- Are you an approved Child Care Subsidy Program vendor?** A section with a note: "This refers to the state subsidy program overseen by VDOE and administered by the Virginia Department of Social Services." It has two radio buttons: "Yes" (selected) and "No".
- Tell us about how we can get in touch with you about your grant application.** A section with a note: "Your name and title, if different from the facility contact above". It has two text input fields: "Name" and "Title".
- Please provide the best email and phone number for questions about your grant application.** A note: "Note: You will receive automated notifications about your grant award at the email associated with your facility."
- Email:** Two radio buttons: "Same email as facility contact above" (selected) and "Other (fill in)".
- Phone Number:** Two radio buttons: "Same phone number as facility contact above" (selected) and "Other (fill in)".
- Would you like to receive text message notifications about your grant application?** Two radio buttons: "Yes" and "No" (selected).

At the bottom of the form are "Previous" and "Next" buttons. The footer of the application shows "Contact and support" with a phone number "+1 855-673-1036" and an email address "childcaregrants@doe.virginia.gov".

Instructions

Complete the information about you, including the best way to reach out with questions about your application.

Click **Next**



Key Points

You will receive automated emails with information about your application status at the email address associated with your user account. If you'd like to receive text notifications as well, you can indicate so here.

Operational Status

The screenshot shows a web application for the 'CHILD CARE STABILIZATION GRANT PROGRAM' by the 'VIRGINIA DEPARTMENT OF EDUCATION'. The user is logged in as 'Keith Griffin'. The left sidebar contains a navigation menu with the following items: Overview, Information about You and Your Facility, Operational Status (highlighted), Tax Information, Method of Payment, Demographic Information about Your Facility Leader, Planned Use of Grant Funds, Award Calculation, Certification and Electronic Signature, and Review Application. The main content area is titled 'Operational Status' and contains three sections of questions:

- *What is the current operational status of your program?**
 - ☐ Open and serving children in-person
 - ☐ Open and serving children virtually only
 - ☐ Open but not serving children in-person due to quarantining or temporary closure under the advisement of a local health department for less than 14 days
 - ☐ Closed due to financial hardship or other reasons relating to the COVID-19 public health emergency
- *Does your program operate on a part-time basis (defined as less than 780 hours per year)?**
 - ☐ Yes
 - ☐ No
- *Does your program provide Early Head Start or Head Start services?**
 - ☐ No
 - ☐ Yes, we are an Early Head Start or Head Start recipient. We receive federal funds directly from the Office of Head Start.
 - ☐ Yes, we are an Early Head Start or Head Start delegate. We operate a Head Start program on behalf of a Head Start grantee in our community.
 - ☐ Yes, we are a private program that serves Early Head Start or Head Start children through a contract with a local Head Start or Early Head Start program.

Below these questions is a dropdown menu for 'In Which city or county is your facility located?'. At the bottom right of the form are 'Previous' and 'Next' buttons. The footer of the application shows 'Contact and support' with a phone number '+1 855-673-1036' and an email address 'childcaregrants@doe.virginia.gov'.

Instructions

Follow the prompts and select your responses.

Click **Next**

Key Points

If you aren't sure how to answer questions about your operating status, please contact childcaregrants@doe.virginia.gov and someone on the grants team can assist you.

Tax Information

The screenshot shows a web application for the Child Care Stabilization Grant Program. The header is teal with the program logo and navigation links. A sidebar on the left lists application steps, with 'Tax Information' highlighted. The main content area is titled 'Tax Information' and contains instructions and form fields for providing taxpayer information, including legal name, business name, taxpayer identification type, and federal tax classification.

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Home Keith Griffin ▾

Tax Information

For security purposes, please complete the following information in order to receive payment. The questions below are from the [IRS W9 form](#). The form has directions for filling out specific questions beginning on page 2 of the form.

* Legal Name (as shown on your income tax return)

Business name, if different from above

Please select the appropriate taxpayer identification number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. View the [IRS W-9 form instructions](#) for more information.

* Taxpayer Identification Type

- ☐ Social Security Number (SSN)
- ☐ Individual Taxpayer Identification Number (ITIN)
- ☐ Employer Identification Number (EIN)

* Check appropriate box for federal tax classification of the person whose name is entered above. (check only one)

- ☐ Individual
- ☐ Sole proprietor
- ☐ Partnership
- ☐ Trust
- ☐ Estate
- ☐ Government
- ☐ Non-Profit
- ☐ C Corporation
- ☐ S Corporation
- ☐ Disregarded Entity
- ☐ Limited Liability Company (LLC)
- ☐ LLC-Partnership
- ☐ LLC-Corporation

Identify which exemptions, if any, apply to you. Exemptions apply only to certain entities, not individuals. Applies to account maintained outside the U.S.

Exemption payee code (if any) Exemption from FATCA Report (if any)

Taxpayer address

Contact and support

+1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions

Follow the prompts and select your responses.

Key Points

These questions directly reflect the **IRS W9 Form** and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.

Tax Information

The screenshot displays the 'Tax Information' section of the Child Care Stabilization Grant Program application. The form includes the following fields and sections:

- Exemption payee code (if any):** A dropdown menu.
- Exemption from FATCA Report (if any):** A dropdown menu.
- Taxpayer address:** A section with the instruction 'This is where your payment will be sent via paper check, if selected.' It contains four fields:
 - * Street address:** 123 Right Way
 - * City:** Rightville
 - * State:** VA
 - * Five-digit zip code:** 12345
- Taxpayer contact information:** Two fields:
 - * Email:** abc@abc.com
 - * Phone number:** (928) 749-2384
- Under penalties of perjury, I certify that:** A section with several bullet points:
 - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
 - I am not subject to backup withholding because:
 - (a) I am exempt from backup withholding, or
 - (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
 - (c) the IRS has notified me that I am no longer subject to backup withholding; and
 - I am a U.S. citizen; [U.S. resident alien](#); a partnership, corporation, company, or association created or organized in the U.S. or under the laws of the U.S.; an estate (other than a foreign estate); or a domestic trust (as defined in regulations section 301.7701-7); and
 - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
- * Signature of U.S. Person:** A text field containing 'Keith'.
- * Date:** A date field containing '10-28-2021'.
- Navigation:** 'Previous' and 'Next' buttons.
- Footer:** 'Contact and support' with phone number '+1 855-673-1036' and email 'childcaregrants@doe.virginia.gov'.

Instructions

Follow the prompts and select your responses

Click **Next**

Key Points

These questions directly reflect the **IRS W9 Form** and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.

Method of Payment

The screenshot shows a web application for the 'CHILD CARE STABILIZATION GRANT PROGRAM' by the 'VIRGINIA DEPARTMENT OF EDUCATION'. The user is logged in as 'Keith Griffin'. The left sidebar contains a navigation menu with the following items: Overview, Information about You and Your Facility, Operational Status, Tax Information, **Method of Payment** (highlighted), Demographic Information about Your Facility Leader, Planned Use of Grant Funds, Award Calculation, Certification and Electronic Signature, and Review Application. The main content area is titled 'Method of Payment' and contains the following text: 'Grants will not be paid directly by VDOE; rather, VDOE is working with the Virginia Early Childhood Foundation (VECF) to issue payments for grant awards. To provide payments, we need to gather some information from you about your payment preferences. Please note that all first quarter grant payments will be issued via paper check to avoid delays in processing. Your check will be mailed to the name and address on your W-9 Form in the previous section. Checks will come directly from VECF's third-party vendor, [Bill.com](#).' Below this text is a question: '*How would you like to receive your payment?' with two radio button options: 'Check (by mail)' and 'EFT (electronic fund transfer or direct deposit)'. At the bottom right of the form are 'Previous' and 'Next' buttons. The footer of the application shows 'Contact and support' with a phone icon and '+1 855-673-1036' and an email icon and 'childcaregrants@doe.virginia.gov'.

Instructions

Select your **Method of Payment**

Click **Next**

Key Points

Everyone will receive first quarter payments via paper check to avoid processing delays. Paper checks will be mailed to the address provided on the W9 form.

If you elect to receive direct deposit, future payments will be issued accordingly. You will be prompted to provide an email address if you select this option. Additional steps are required to sign up for direct deposit.

Demographic Information about Your Facility Leader

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Home Keith Griffin

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These questions are optional. Please note your responses to the following questions will only be used for informational purposes and will not be used to determine your grant award amount.

Please provide the following information about your facility's director or administrator (if center) or family day home operator. This should be the person that oversees day-to-day activities at your site.

Race (check all that apply)
☐ American Indian/Alaska Native
☐ Black or African American
☐ Native Hawaiian/Other Pacific Islander
☐ Asian
☐ White
☐ Other (please specify)

Ethnicity
☐ Hispanic/Latinx ☐ Non-Hispanic/Latinx

Primary Language Spoken
☐ English
☐ Spanish
☐ Arabic
☐ Chinese (Including Mandarin and Cantonese)
☐ Korean
☐ Vietnamese
☐ Tagalog
☐ Other (please specify)

Gender
☐ Male
☐ Female
☐ Non-binary
☐ Other (please specify)
☐ Prefer not to respond

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+1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions


Follow the prompts and select your responses.
Click **Next**.

Key Points

This section is optional, but will help VDOE track our progress toward our equity goals and help us meet federal reporting requirements.

If you choose to complete these questions, please consider the person that oversees the day-to-day operations of your program.

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Planned Use of Grant Funds

* Providers are permitted to spend grant funds on the following types of expenditures (see this FAQ for more information). Please indicate how you plan to spend the funds.

☒ Wages or salaries and/or benefits for my staff

☐ Rent or mortgage payments, utilities, or insurance

☐ Costs associated with maintaining or improving my facility

☐ Personal protective equipment

☐ Cleaning or sanitation supplies

☐ Other equipment or supplies related to the COVID-19 public health emergency

☐ Goods and services necessary to maintain or resume child care services

☐ Mental health supports for children and staff



☐ Professional development or training related to cleaning and sanitation, public health and safety

Please note this is for informational purposes only, and your response to this question is not binding. You may choose to spend the grant funds for a different approved purpose once you receive them.

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Instructions

Follow the prompts and select your responses.


Click **Next**



Key Points

Please note that this question is for informational purposes only. Your answer is not binding. You must check at least one item here, but it's ok if you end up spending your funds on another allowable cost after you receive them.

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Award Calculation

Grant awards will be distributed on a quarterly basis beginning November 2021. Please review the grants webpage at www.childcareva.com/grants for more information about application deadlines and timelines for payment.

The table below reflects your tentative grant award based on current conditions indicated in your application, subject to verification and approval. Note that the total grant award generated below assumes an award is issued in the first quarter and all three payments are received with no changes in status that would affect your grant award. However, total grant award values will be prorated based on when you apply. Providers that apply in the second quarter will receive two payments. Providers that apply in the third quarter will receive one payment.

Changes in the number of children you are authorized to serve, your operating status, and/or your facility location may impact the amount of future payments. If you are not currently an approved Child Care Subsidy Program vendor but become approved prior to March 1, 2022, your one-time subsidy vendor bonus will be included in the following grant award.

Base Award

Approved capacity

25

Part-time operator

No

Operating status (open or closed)

Open and serving children in-person

Location in a high need community

Located in a city or county for which the Social Vulnerability Index is ≥ 0.50 ?

Yes

Total Grant Amount

Assuming three payments

\$55,000.00

Payment per quarter, pending no change to facility status

\$18,333.33

Child Care Subsidy Program (CCSP) participation

Approved CCSP vendor?

Yes


Subsidy vendor bonus

\$10,000.00

This is not a commitment. This page is for informational purposes only. If you have questions or concerns about how your grant award was calculated, please contact childcaregrants@doe.virginia.gov.

Contact and support

+1 855-673-1036

 childcaregrants@doe.virginia.gov

Instructions

Review the Award Calculation


Key Points

If you have questions about how your award is calculated, please contact

childcaregrants@doe.virginia.gov.

If you believe your award isn't calculating correctly, please **submit your application** and contact childcaregrants@doe.virginia.gov with your application number in the subject line.

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Base Award

Approved capacity	25
Part-time operator	No
Operating status (open or closed)	Open and serving children in-person

Location in a high need community

Located in a city or county for which the Social Vulnerability Index is ≥ 0.50 ?	Yes
---	-----

Total Grant Amount

Assuming three payments	\$55,000.00
Payment per quarter, pending no change to facility status	\$18,333.33

Child Care Subsidy Program (CCSP) participation

Approved CCSP vendor?	Yes
Subsidy vendor bonus	\$10,000.00

This is not a commitment. This page is for informational purposes only. If you have questions or concerns about how your grant award was calculated, please contact childcaregrants@doe.virginia.gov.

If you would like to contest your grant award, please **submit your grant application** and follow the "Instructions to Appeal."


Click next to continue.

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+1 855-673-1036

 childcaregrants@doe.virginia.gov

Instructions

Review the Award Calculation

Click **Next**

Key Points

If you have questions about how your award is calculated, please contact

childcaregrants@doe.virginia.gov.

If you believe your award isn't calculating correctly, please **submit your application** and contact childcaregrants@doe.virginia.gov with your application number in the subject line.

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Certification and Electronic Signature

By signing this application, I certify that I will meet the following requirements from today's date until May 30, 2022:

1. I will use the funds only for approved purposes as required by federal law.

2. I will maintain records and other documentation related to the use of any funds received under Virginia's Child Care Stabilization Grant program for a least five years following the end of the grant period.

3. I will implement policies and procedures with local and state guidelines, as well as the Centers for Disease Control and Prevention's (CDC's) operating guidelines, to the greatest extent possible.

4. I will abide by all local, state, and federal regulations and laws.

5. I will continue paying each employee (including lead teachers, aids, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service) at least the same salary or weekly wages and maintain the same benefits (such as health insurance or retirement benefits) for the duration of the grant, including during periods of temporary closure or quarantine. I will not furlough any such employees from the date of application until the end of the grant period.

6. I will use the funds to provide tuition and copayment relief for families that are struggling to make payments to the extent possible.

7. I agree that the Commonwealth of Virginia or the federal government may audit and/or investigate my facility (including by entering the premises or examining any records that I am required to maintain) at any time during the grant period and for three years following the end of the grant period. I further agree to cooperate fully with any such audit or investigation.

8. I will notify VDOE at childcaregrants@doe.virginia.gov if my program closes permanently during the grant period.

If you have questions about what these conditions entail, please review the Frequently Asked Questions documents at www.childcareva.com/grants.

* Signature

* Date

10-28-2021

☐ * By clicking this box, I acknowledge that I have read, understand, and agree to abide by the terms and provisions of the Child Care Stabilization Grant Program. I certify that all information included in this application is accurate to the best of my knowledge or belief.

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+1 855-673-1036

childcaregrants@doe.virginia.gov

Instructions

Carefully review the Certification. Enter your full name and click the certification checkbox.

Click **Next**.

Key Points

By signing the application and checking the certification box, you indicate that you agree to meet the conditions on this page, and that the information you are submitting is accurate to the best of your knowledge.

If you need more information about the grant conditions, visit www.doe.virginia.gov/childcaregrants.

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Review Application

Each page will be shown with the provided information.
Carefully review the information below for accuracy and completion. Once you have reviewed, click "submit" to submit your application.

Information about You and Your Facility

Facility Name

ABC Facility

Physical Address

64 Dunbarton Road Springfield VA

Physical Zip Code

22152

Number of children you are authorized to serve

25

Name of facility contact

ABC Facility

Facility Contact Phone Number

1231231231

Facility Contact Email

abc_facility@mailinator.com

Are you an approved Child Care Subsidy Program vendor? This refers to the state subsidy program overseen by VDOE and administered by the Virginia Department of Social Services.

Yes

Email

Same email as facility contact above

Phone Number

Same phone number as facility contact above

Would you like to receive text message notifications about your grant application?

No

Operational Status

What is the current operational status of your program?

• Open and serving children in-person

Does your program operate on a part-time basis (defined as less than 780 hours per year)?

Contact and support

+1 855-673-1036childcaregrants@doe.virginia.gov

Instructions

Review your application information carefully. Click the “edit” button over any section if you need to make a correction.

Key Points

Review Application

The screenshot shows a web application for the Child Care Stabilization Grant Program. The header is teal with the program logo on the left and navigation links 'Home' and 'Keith Griffin' on the right. A teal sidebar is on the left. The main content area has a teal header 'Certification and Electronic Signature' and an 'Edit' button. Below this, a text block states: 'By signing this application, I certify that I will meet the following requirements from today's date until May 30, 2022:'. This is followed by eight numbered requirements. Below the requirements, a link is provided: 'If you have questions about what these conditions entail, please review the Frequently Asked Questions documents at www.childcareva.com/grants.' A signature section shows 'Signature: Keith' and 'Date: 10-28-2021'. A checkbox with a green checkmark is followed by the text: 'By clicking this box, I acknowledge that I have read, understand, and agree to abide by the terms and provisions of the Child Care Stabilization Grant Program. I certify that all information included in this application is accurate to the best of my knowledge or belief.' At the bottom right of the form are 'Previous' and 'Submit' buttons. The footer is teal and contains 'Contact and support' information: '+1 855-673-1036' and 'childcaregrants@doe.virginia.gov'.

CHILD CARE STABILIZATION GRANT PROGRAM
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Edit

Certification and Electronic Signature

By signing this application, I certify that I will meet the following requirements from today's date until May 30, 2022:

1. I will use the funds only for approved purposes as required by federal law.
2. I will maintain records and other documentation related to the use of any funds received under Virginia's Child Care Stabilization Grant program for a least five years following the end of the grant period.
3. I will implement policies and procedures with local and state guidelines, as well as the Centers for Disease Control and Prevention's (CDC's) operating guidelines, to the greatest extent possible.
4. I will abide by all local, state, and federal regulations and laws.
5. I will continue paying each employee (including lead teachers, aids, and any other staff who are employed by the child care provider to work in transportation, food preparation, or other type of service) at least the same salary or weekly wages and maintain the same benefits (such as health insurance or retirement benefits) for the duration of the grant, including during periods of temporary closure or quarantine. I will not furlough any such employees from the date of application until the end of the grant period.
6. I will use the funds to provide tuition and copayment relief for families that are struggling to make payments to the extent possible.
7. I agree that the Commonwealth of Virginia or the federal government may audit and/or investigate my facility (including by entering the premises or examining any records that I am required to maintain) at any time during the grant period and for three years following the end of the grant period. I further agree to cooperate fully with any such audit or investigation.
8. I will notify VDOE at childcaregrants@doe.virginia.gov if my program closes permanently during the grant period.

If you have questions about what these conditions entail, please review the Frequently Asked Questions documents at www.childcareva.com/grants.

Signature
Keith

Date
10-28-2021

☒ By clicking this box, I acknowledge that I have read, understand, and agree to abide by the terms and provisions of the Child Care Stabilization Grant Program. I certify that all information included in this application is accurate to the best of my knowledge or belief.

Previous Submit

Contact and support
+1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions

Review your application information carefully. Click the “edit” button over any section if you need to make a correction.

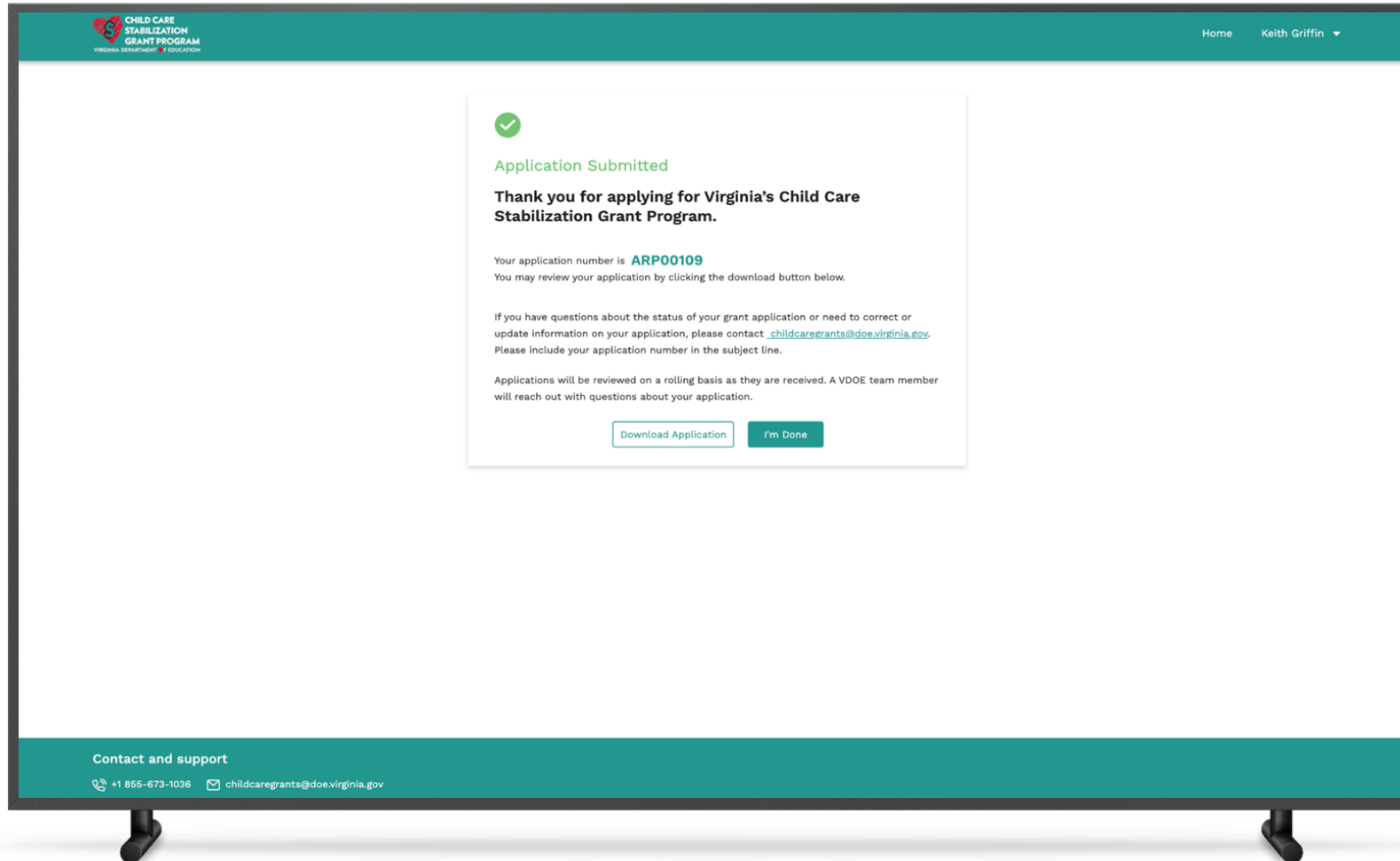
Click **Submit**.



Key Points

Clicking **Submit** will formally submit your application and lock it for editing.

Applying for a Grant



Instructions

You may download the application by clicking the **Download Application** button; otherwise click **I'm Done**



Key Points

Success! Your application has been submitted. You will receive an email confirmation indicating that your application is under review. You can check the status of your application at any time in the provider portal.

Applying for a Grant

The screenshot shows a web application interface for the Child Care Stabilization Grant Program. At the top, there is a teal header with the program logo on the left and navigation links 'Home' and 'Keith Griffin' on the right. Below the header, a welcome message 'Welcome Keith,' is followed by the title 'Child Care Stabilization Grant Eligibility'. A table displays the user's eligibility status with columns for Provider Name, Facility ID, Facility Type, and Current Grant Eligibility. Below this, a 'Submitted Applications' section contains a table with columns for Application Number, Status, Date Applied, and Estimated total award, along with buttons for 'Download Application' and 'Edit W-9'. A disclaimer note is present below the table. At the bottom, a 'Contact and support' section provides a phone number and email address. The entire interface is displayed on a monitor graphic.

Provider Name	Facility ID	Facility Type	Current Grant Eligibility
ABC Facility	11223344	FDH	Eligible <small>As of 10/27/2021</small>

Application Number	Status	Date Applied	Estimated total award as of date of application	
ARP00109	Ready for TIN Match	10/28/2021	\$55000	Download Application Edit W-9

*Estimated grant award does not account for changes in operational status that may affect your grant value. Final quarterly payments are detailed below.

If you need to correct or edit your W-9 form, click on the "Edit W-9" button above. If you need to correct or edit other information on your application including contact information or operating status or if you would like to discontinue payments for any reason, please email childcaregrants@doe.virginia.gov. Please include your application number in the subject line.

Contact and support
 +1 855-673-1036 childcaregrants@doe.virginia.gov

Instructions

Your completed applications will display in the **Submitted Applications** section and can be downloaded at any time. If you are approved for payment, your grant award letter will appear here with the anticipated payment schedule and amounts.

If you need to update your tax information, you can do so by clicking **Edit W-9**.

Key Points

The status of your application will automatically update as it proceeds through the process.

Email childcaregrants@doe.virginia.gov if you need to update any information about your facility after you submit. Changes to your address or Facility Contact information should be reported to your licensing inspector or local regulatory contact.



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THANK YOU